

*Alaska's National Wildlife Refuge System  
Notice of Availability of Federal Assistance  
2005 Request for Study Proposals*

***I. Funding Opportunity Description***

The Department of the Interior, U.S. Fish and Wildlife Service (Service), National Wildlife Refuge System, administers the Service's Challenge Cost Share program. Challenge Cost Share (CCS) funds are congressionally appropriated monies designated for the protection and conservation of wildlife resources. This is a federal matching funds program which leverages federal dollars with non-federal sources. In addition to money, these federal dollars can be matched with in-kind valuation assigned to non-federal contributions such as labor, equipment use, material and supplies. The non-federal matches may be contributed by State and local governments, private individuals, private organizations, business enterprises, and charitable groups. Service policy dictates that no more than 50 percent of the total cost to implement the project may come from federally funded sources.

Explicit funding for the CCS program has been authorized by Congress since 1988. The Refuge System Administration Act authorizes the Secretary of the Interior to administer this program.

The CCS program encompasses awards made through both federal assistance and procurement instruments (contracts). This "call for proposals" is the single designated annual competition through which multiple awards will be made. A twin posting of this call for proposals # 701815R001 will be posted on <http://www.fedbizopps.gov>

The Alaska National Wildlife Refuge System invites the submission of new proposals in support of Alaskan natural resource management and science camps, both as components of the 2005 CCS program. Project proposals must demonstrate a strong relationship between a non-federal group and an Alaskan U.S. Fish and Wildlife Service office. This is the initial announcement for this funding opportunity. The CCS program is an annual funding source set up on the federal fiscal year schedule; therefore, the objectives and work identified in the proposals selected for award under this announcement must be completed no later than September 30, 2005. Proposals must be delivered to the U.S. Fish and Wildlife Service Office at 1011 East Tudor Road, Anchorage, AK by 4:00 PM on December 10, 2004. Proposals may be mailed to the address below and must display a postmark earlier than December 11, 2004:

Maeve Taylor  
Challenge Cost Share Coordinator  
Alaska's National Wildlife Refuge System  
1011 East Tudor Road, MS#235  
Anchorage, AK 99503

Projects will be considered on or adjacent to all 16 National Wildlife Refuges in Alaska. The following is a list of examples of projects that were awarded funding under the 2004 CCS program.

<u>Project</u>	<u>Refuge</u>	<u>Federal CCS Funds</u>
Pribilof Islands Visitor Information Materials	AK Maritime	\$5,000
Inventory of Benthic Communities within Coastal Lagoons	Arctic	\$15,500
Rural Eider Education	AFWFO/AK Maritime	\$6,570
Bar-tailed Godwit Migration Study	Yukon Delta	\$20,000
International Migratory Bird Day Event	Kanuti	\$5,000

## ***II. Award Information***

The Service will award multiple CCS projects generally ranging between \$1,000 and \$50,000. The Service may use cooperative agreements, procurement contracts, service contracts, grant agreements, or CCS agreements as the award vehicle. The actual award instrument used depends entirely upon the type of proposal submitted and the nature of the project therein. The Service will award multiple federal assistance (Challenge Cost Share Agreements) and / or acquisition instruments (Challenge Cost Share Contracts) to multiple recipients. The nature of the specific project will be the determining factor in whether Challenge Cost Share Agreements or Challenge Cost Share Contracts are awarded. The Federal Grants and Cooperative Agreements Act of 1977 is the defining factor in how a federal agency decides whether a project is “federal assistance” or “federal acquisition”. The decision factors associated with the Act may be viewed at the following link <http://elips.doi.gov/elips/release/3080.htm>. Total funding available is estimated to be approximately \$400,000. Total funding available for the science camp program is estimated to be \$200,000. The anticipated award date is February 20, 2005.

## ***III. Eligibility***

1) Federal agencies, Individuals, State agencies, local government agencies, federally recognized Native Alaskan tribes, regional native organizations, universities, businesses, and non-profit organizations that can prove technical and administrative expertise to ensure successful completion of projects may submit proposals. All proposals must demonstrate a strong partnership between the applicant and an Alaskan National Wildlife Refuge.

2) The CCS and science camp programs are federal matching fund programs which leverage federal dollars with non-federal sources. In addition to money, these federal dollars can be matched with the in-kind valuation assigned to non-federal contributions such as labor, equipment use, material and supplies. The non-federal matches may be contributed by State and local governments, private individuals, private organizations, business enterprises, and

charitable groups. Service policy dictates that no more than 50 percent of the total cost to implement the project may come from federally funded sources (science camps require only a 25 percent nonfederal match.)

#### ***IV. Application and Submission***

Applicants may mail outline(s) of proposal(s) to the Challenge Cost Share Coordinator at the above listed address or e-mail them to Maeve Taylor at Maeve\_Taylor@fws.gov by midnight Alaska Time on December 10, 2004. Questions regarding the Service's CCS program may be directed to Maeve Taylor, at 907-786-3391 or sent electronically to the above e-mail, subject line: "CCS." It is the applicant's responsibility to verify that their proposal has been received by the Challenge Cost Share Coordinator. The Service bears no responsibility to make reparations in instances where proposals were lost in transmission or otherwise delayed.

Proposal outlines must contain, at a minimum, the following information:

- 1) Descriptive Title- (e.g. A historical perspective on caribou movement in the Selawik drainage)
- 2) Location- (e.g. Selawik National Wildlife Refuge)
- 3) Project Description
- 4) Project Justification- (The "Fulfilling the Promise" visions mentioned in this example can be found in-full in Section V. Application Review.)

(e.g. The project addresses an information gap for one of the key species identified in the Refuge's enabling legislation and also recognizes the valuable traditional knowledge held by the region's elders. This project addresses visions in the U.S. Fish and Wildlife Service's Fulfilling the Promise document, including Promise vii (forge new alliances through citizen and community partnerships) and Promise x (Build a broader base of support by reaching out to a larger cross-section of the public.) Building a broader base of support (Promise x) will be accomplished by demonstrating how traditional knowledge can be incorporated and recognized by western science. This project is identified as a need in the Western Arctic Caribou Herd Cooperative Management Plan (2002).

In order to determine if variations in migration routes or wintering areas are within the natural variability of the herd, the long-term perspective offered by this project is needed. Existing western science studies describe the herd's size and range use for the last 30-40 years with earlier years being anecdotal of nature, often relying on only one or two sources. Prior ethnographic work has focused on the people to the north of the Selawik. Several residents of Selawik possess first-hand knowledge of the herd dating back 60-70 years and memories of stories from even earlier times. The time to capture the knowledge from these individuals is limited.)

- 5) Cooperator's Name(s)

- 6) Cooperator's Contributed Funding and the sources- (e.g. Contributed Labor- \$2,500, Contributed Equipment Use- \$1,200, Funds Provided- \$2,200)
- 7) Requested federal funding through the CCS program (Please mention if federal money will be paid to the partner.)
- 8) Contact information (name, phone number) for more information about the proposal

## **V. Application Review**

Type of Proposals:

### **A. General Challenge Cost Share Proposals:**

1) A regional panel, consisting of a minimum of two Service wildlife biologists and a Service environmental education/ visitor service specialist, will be assembled to rank CCS proposals. Panel members will review each proposal and judge the project's ability to:

a. Meet the Mission of the National Wildlife Refuge System – *administer a national network of lands and waters for the conservation, management, and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.*

b. Address one of the 12 vision statements of the ***Fulfilling the Promises*** document:

- i. Refuges are places where wildlife comes first.
- ii. Refuges are anchors for biodiversity and ecosystem-level conservation and the System is a leader in wilderness preservation.
- iii. Lands and waters of the System are biologically healthy, and secure from outside threats.
- iv. The System is a national and international leader in habitat management and a center for excellence where the best science and technology is used for wildlife conservation.
- v. Strategically located lands and waters are added to the System until, in partnership with others, it represents America's diverse ecosystems and sustains the nation's fish, wildlife, and plant resources.
- vi. The System is a model and demonstration area for habitat management which fosters broad participation in natural resource stewardship.
- vii. A strong and vibrant System provides an enduring legacy of healthy fish, wildlife, and plant resources for people to enjoy today and for generations to come.
- viii. Visitors find national wildlife refuges welcoming, safe, and accessible, with a variety of opportunities to enjoy and appreciate America's fish, wildlife, and plants.
- ix. Visitors and local communities recognize refuges as national treasures, actively participating in their stewardship and standing firm in their defense.

- x. Americans know that each wildlife refuge is a part of an enduring national system. They understand and support the System's tremendous contribution toward wildlife conservation.
- xi. The Service identifies and mentors America's best and brightest to staff refuges and be future leaders within the System and the Service.
- xii. An Esprit de Corps and passion for refuges and the System are embraced by refuge employees and throughout the Service.
- c. Meet the Mission of the Service – *working with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people*; and
- d. Meet Service partnership goals and objectives. Past performance on other regional Service contracts and federal assistance awards may be considered.

B. Science Camp Proposals: ***This year, we will continue to operate our science camp program under CCS guidelines, with a few adjustments. Since our science camp program is base funded, we are allowed some leeway in the development of specific guidelines for this program.***

- 1) Science camp funding will first be distributed to long standing camps with committed partners. In Fiscal Year 2005, we will be implementing a multiple year Memorandum of Agreement (MOA) for each approved and well established camp. Proposals demonstrating at least three years of successful operations will be given an option of having partners sign a multiple year MOA. The MOA will contain enough flexibility for both the FWS and our partners so that if funding, supplies, or services can not be secured during a fiscal year, the MOA can be suspended or terminated. The purpose of this multiple year MOA will be to remove the annual proposal submission requirement, annual panel review, and the annual MOA signature process for our long standing science camps.
- 2) We have lessened the partnership requirement for our science camp program. The science camps will no longer require at least a 50 percent nonfederal match; instead, science camps must have at least a 25 percent nonfederal match. Strong partnerships are greatly encouraged and will be supported. Please be advised that the ratio of federal to nonfederal dollars is one of the criteria the panel will review when analyzing proposals. Proposals with less than a 25 percent nonfederal to federal match will not be considered.
- 2) New or expanded camps will be funded through this program unless the request for funding exceeds the dollars available. If requests for proposals exceed the funding amount then the Service will rank the proposals. Funding priority will be based on the following criteria: 1) Population size of communities based on the 2000 Census data (e.g. Camps serving communities with less than 5,000 people will be given more consideration than larger communities – based on the premise that large communities

have more opportunities and resources available to them); 2) Number of students the camp will reach; 3) Demonstration of a benefit to a refuge's purpose; 4) Number of partners involved in the camp. Top rank proposals will be funded using the science camp allocation. The remaining proposals will be considered and ranked with the general CCS projects by the CCS panel if they propose a 50 percent or greater nonfederal match.

**The Process:**

- 1) The Regional Director, U.S. Fish and Wildlife Service – Alaska, and the Chief of the National Wildlife Refuge System-Alaska will review the panel's ranking and funding recommendations. The final decision on the allocation of these funds will be made by the Regional Director. Our goal is to have the selection process completed and parties notified no later than Friday, February 25, 2005.
- 2) Once successful proposals are identified for funding, the Regional Challenge Cost Share coordinator will meet with the Regional Agreements Specialist to determine the actual award instrument and the documentation necessary to proceed. The Service will award multiple federal assistance (Challenge Cost Share Agreements) and/or acquisition instruments (Challenge Cost Share Contracts.)
- 3) Certain successful CCS proposals may require the completion of Application for Federal Assistance [non-construction projects] Standard Form (SF)-424; SF-424A and SF-424B, or Application for Federal Assistance [construction projects] Standard Form (SF)-424; SF-424C and SF-424D. Successful applicants will be advised about specific requirements prior to the distribution of CCS funds.
- 4) Proposals that include the distribution of federal funds to cooperators require the cooperator to submit a Data Universal Numbering System (DUNS) Number with their final agreement or contract. This DUNS Number must be provided by the program conducting the call for proposals to the CGS Regional Agreements Specialist along with certain other relevant information. Contact Dun and Bradstreet at the dedicated toll-free DUNS Number request line at 1-866-705-5711 or online at [www.dnb.com](http://www.dnb.com) DUNS numbers will be assigned and issued at no cost.
- 5) All applicants requiring DUNS Numbers must then enroll in the Central Contractor Registry (CCR) on-line at the following website, <http://www.ccr.gov>. A DUNS Number and a screen print from CCR (or a statement) indicating successful registration is required.

## ***VI. Award Administration Information***

### ***Award Notice and Administrative Requirements***

All applicants will receive written notification of successful or unsuccessful selection. The signing of all parties on the agreement or contract document authorizes the award. Costs are neither to be incurred nor are work objectives to be undertaken until the awardees have been provided with a fully signed agreement or contractual document. After the applicant has

signed, the document must be forwarded to the U.S. Fish and Wildlife Service for signatures from the Regional Director and the Agreement Specialist / Service Contracting Officer .

Awardees receiving cooperative agreements shall comply with the governing aspects of 43 CFR 12 which integrate the applicable Uniform Administrative Requirements and Cost Principles from the Office of Management and Budget (OMB) circulars. These may be viewed by visiting <http://www.doi.gov/pam>, scrolling down to Financial Assistance, clicking on the Virtual Library link, and selecting from the menu links page.

Awardees receiving contracts will follow the specifically tailored Federal Acquisition Regulation (FAR) clauses and provisions attached to their contract. Upon receipt of a contract award, any clauses included by reference may be read at <http://www.arnet.gov> by clicking on the Federal Acquisition Regulation link.

### *Reporting*

There are four types of reports that may be required for successful CCS projects. The required reports are mandatory when federal funds are transferred through a federal assistance award. The features of each report type are described below.

A Final Report is required upon completion of any CCS project. The Final Report consists of a summary of project accomplishments or failures. A hard copy of the Final Report must be delivered to the CCS Coordinator no later than 90 days after completion of the project. The Final Report may be mailed or hand delivered to the Challenge Cost Share Coordinator at the address listed in Section I

A Final Request for Reimbursement (SF-270)- This is the final payment for services rendered and can be found at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)

A Final Financial Status Report (Standard Form-269A) (applicable only under agreements and not for contracts or purchase orders) This report may be submitted with the Final Report and must be received by the CCS Coordinator no later than 90 days after completion of the project. The SF-269A may be found online at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

A Minority Business Enterprise / Women Owned Business Procurement Report (applicable only under agreements and not for contracts or purchase orders )- Cooperative agreement, grant agreement, and CCS agreement recipient must report all sub-grant and procurement awards in excess of \$10,000 for supplies, equipment, construction, or services awarded to minority and woman-owned business enterprises. The Federal Government is committed to ensuring that equitable shares of subcontract awards go to these businesses. Providing this information helps us track the distribution of federal funds and the accomplishment of secondary socio-economic objectives.

Successful applicants must be committed to the timely submission of all required reports. Delinquent or non-submission of any of the reports cited above which are applicable to your award may result in non-payment of invoices or suspension of further awards to your

organization until the required reports are submitted to the Service in accordance with DOI Policy and the Code of Federal Regulations.

### ***VII. Agency Contact***

For additional information please contact Maeve Taylor, Division of Visitor Services and Communications, National Wildlife Refuge System- Alaska, U.S. Fish and Wildlife Service, 1011 E. Tudor MS# 235, Anchorage, Alaska 99503, (907) 786-3391, fax (907) 786-3976, e-mail: [Maeve\\_Taylor@fws.gov](mailto:Maeve_Taylor@fws.gov)